

## **The de Paul School Financial Assistance Checklist and Frequently Asked Questions**

Applying for financial assistance requires several important steps:

1. Please refer to the enrollment timeline or Admissions office for important deadlines for applications. Deadlines vary depending on enrollment dates and available funds and are strictly enforced..
2. Complete the enrollment agreement for the 2010 summer program and/or the 2010-2011 school year.
3. Complete the de Paul School Financial Assistance Application for the 2010 summer program and/or the 2010-2011 school year including IRS form 4506-T. If you are applying for both programs you may submit one form 4506-T for both programs but must complete the remainder of the application for both programs.
4. Go on line to FACTS at [www.factstuitionaid.com](http://www.factstuitionaid.com) and complete the FACTS application and remit the FACTS \$25 application fee on-line. See instructions on following pages.
5. Fax all required tax documents to FACTS at 866-315-9264. See instructions on following pages.

When applying for financial assistance you may defer payment of the non-refundable enrollment deposit until you receive the notification of award or denial letter from The de Paul School.

## **How FACTS Grant & Aid Assessment Works**

FACTS Grant & Aid Assessment uses key personal and financial information for analysis to evaluate your need for financial assistance. By completing a FACTS application, you will provide the necessary information to help The de Paul School make an informed decision about awarding tuition assistance.

The first step of the process is to complete the FACTS application on-line ([www.factstuitionaid.com](http://www.factstuitionaid.com)) accurately. You'll need information about your family's income and expenses including 2009 tax information. You will be required to **fax** your **2009** tax forms, **2009** W-2 forms, and supporting documentation for non-taxable income to FACTS at **866-315-9264**. Once FACTS has received all of your information the evaluation process begins.

FACTS Grant & Aid Assessment will make recommendations to The de Paul School on how much financial assistance is needed by each family that has applied. The final decision on how much financial aid to be given to each family will rest with The de Paul School and their financial assistance committee and the amount of funds available.

### **Reasons an application will not be processed:**

- Failure to pay the FACTS \$25 application fee on-line
- Submitting an incomplete application
- Failure to submit **2009** tax forms, **2009** W-2s, or supporting documentation for non-taxable income

## **Frequently Asked Questions**

### **1. Who is FACTS Grant & Aid Assessment?**

FACTS Grant & Aid Assessment conducts financial analysis to determine your family's financial need. Your educational institution receives a confidential report outlining your financial situation based on the information obtained in your application.

### **2. Who decides how much financial aid a family will get?**

The de Paul School is solely responsible for determining the final grant or aid award. The analysis completed by FACTS Grant & Aid Assessment serves as a recommendation only.

### **3. I probably don't qualify for aid. Should I apply for aid anyway?**

FACTS Grant & Aid Assessment does not have restrictions on who may apply for financial aid. If you feel your family should receive financial aid, it is to your benefit to apply.

**4. How does my educational institution define and manage deadline dates?**

**Educational institutions typically abide strictly by their deadlines.** Because of these deadlines, it is important to gather and submit your information as soon as possible. Failure to meet The de Paul School's deadline may result in your family not receiving financial aid or limit the amount given due to lack of information.

**5. Is it too late to apply for financial aid?**

All deadlines for submitting applications are set by The de Paul School. Contact the admissions office for information concerning application deadlines for each financial assistance program. The de Paul School may have several rounds of awards and deadlines based on available funds.

**6. Why do I have to provide all of this personal and confidential information?**

In order to provide The de Paul School with an accurate assessment, FACTS Grant & Aid Assessment must verify your expenses and household income. By providing FACTS with all of your information, FACTS can assist your school in making an informed decision about the amount of financial assistance needed for each family.

**7. What happens if I do not provide all of this information?**

Failure to provide all of the necessary information may result in your family not receiving financial aid or limit the amount given.

**8. If I do not have all of the necessary information to complete the application online, will I have to start over?**

No. When you apply online you will initially be required to set up a username and password. This username and password will allow you to access your online application at any time until it is completed.

**9. What if I need to change my information?**

If you have not submitted your application as complete, you may log back on to the FACTS Grant & Aid Assessment website and make your changes. Once an online application has been submitted, you will need to contact the FACTS Grant & Aid Assessment office at 866-315-9262 or by e-mail at [info@factstuitionaid.com](mailto:info@factstuitionaid.com). Some restrictions may apply to making changes to an application. A FACTS Grant & Aid Assessment team member will notify you if a change cannot be made.

**10. How can I verify that my application was submitted and was processed?**

Once you have completed the online application you will be able to log on to the FACTS Grant & Aid Assessment website with a username and password to check the status of your application. The username and password will be created by you the first time that you log on. For questions regarding the status of your application, or if you have misplaced your username and password, you will need to contact a FACTS Grant & Aid Assessment team member at 866-315-9262 or e-mail us at [info@factstuitionaid.com](mailto:info@factstuitionaid.com).

**11. Will FACTS Grant & Aid Assessment send me a copy of my assessment?**

No. The analysis of your assessment application will be sent only to The de Paul School. Information sent to FACTS Grant & Aid Assessment to complete your assessment, such as your 1040 tax form or W-2, will not be returned to you.

## **Instructions for completing the FACTS application**

*Please be sure to complete all required fields. Required fields are those shaded in green. Failure to complete a required field will result in an incomplete application that will not be processed.*

**FAXED OR MAILED APPLICATIONS WILL NOT BE ACCEPTED. ALL APPLICATIONS MUST BE SUBMITTED ON-LINE VIA THE INTERNET AT:**

**[www.factstuitionaid.com](http://www.factstuitionaid.com)**

### **Section 1: Applicant & Co-Applicant Information**

Please answer all questions included in this section. If your current marital status is married, co-applicant information is required. We ask for your social security number to verify the tax return information you are submitting to us. Social security numbers are retained in FACTS Grant & Aid Assessment's secure database and may be shared with your school for identification purposes. Personal information provided to FACTS is not used for any purpose other than to evaluate need for financial aid.

### **Section 2: Student & School Information**

It is imperative that you complete this section for ALL children in the household attending a tuition-charging PK-12 institution. A child may apply to multiple institutions on one application. Do not submit multiple applications. If you do not know the exact amount of your child's tuition, enter the estimated amount or the amount from the previous school year. Please estimate the amount you and your spouse will be able to contribute toward each child's tuition. Indicate the school name, city, state, and zip code where your child will be attending for the 2010–2011 school year. Enter the amount of tuition the noncustodial parent is required to pay as a result of legal separation, divorce, or paternity proceeding (do not include child support reported in Section 3). Please indicate whether your child will be applying for a scholarship from a state-funded program such as **Choice Scholarships**. Scholarships from state-funded programs are typically issued to your school in the form of a voucher.

### **Section 3: Applicant & Co-Applicant Income Information**

Supporting documentation must be provided for all household Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and Temporary Assistance for Needy Families (TANF).

#### Item # Instruction

4. Enter the "Adjusted Gross Income" from the applicant's most recent federal tax return.
5. If filing separately, list the "Adjusted Gross Income" from the co-applicant's most recent federal tax return. If filing jointly or if there is no co-applicant, enter "0".
7. List the amount of child support you received for all children.
8. List the amount of untaxed social security benefits for all household members. Include Supplemental

Security Income (SSI) received.

12. If you anticipate receiving tuition support from friends, relatives and/or your employer, list the amount you will receive.

14. List all other nontaxable income, including but not limited to: tax-exempt interest income, nontaxable IRA or Keogh payments, pastoral and military allowance, foster care allowance, veteran benefits, and nontaxable pension or annuity payments.

15. If you anticipate a decrease in income, indicate the amount you expect your income to be in 2010. In 15c, select the reason(s) you expect a decrease.

## **Section 4: Applicant & Co-Applicant Expense Information**

### Item # Instruction

7. Total the minimum amounts due from all of your monthly credit card statements and enter that amount here.

9. Indicate here if you have other monthly loan payments, not including first mortgages, credit card, or vehicle payments. Examples would be payments to purchase a boat, recreational vehicles, furniture, appliances, or other consumer purchases such as home improvements. List the creditor and monthly payment amount.

10. List the amount you or your spouse pay in child support payments per month.

11. List monthly health insurance premiums paid directly to the insurance company. (Do NOT include premiums paid through your employer via payroll deduction or premiums that are deducted on your tax return as self-employed health insurance deductions.)

12. List the amount you pay annually for insurance for all of your vehicles.

13. List your annual out-of-pocket medical expenses. Examples include dental, eye care, prescription or co-pay expenses. Do not include expenses paid by insurance. Do not include health insurance premiums you pay through payroll deduction or directly to an insurance company.

14. Estimate your total annual charitable donations, cash or check ONLY.

15. Enter the number of family members (children/adults) attending college and provide the total out-of-pocket cost for the school year. Use the total cost for the upcoming year less any grant, aid, scholarship, student loan proceeds, or income from students' own resources. Student loan payments should be listed in question 8.

16. If you have children for whom you are paying child or day care expenses, please list your estimated annual expense. Do not include preschool/prekindergarten tuition expenses.

## **Section 5: Applicant & Co-Applicant Assets and Liabilities**

### Item # Instruction

1. Enter the balance(s) from your most recent savings and/or checking account statement(s).

2. If you have a brokerage account for stocks, bond investments, mutual funds and/or certificates of deposit, list the value of these holdings from your most recent statement(s).
3. If you have retirement plan assets, a 401(k), 403(b) or an Individual Retirement Account (IRA), list the value of these holdings from your most recent statement(s).
4. List the amount you and/or your spouse contribute annually to your retirement plan assets.

## **Section 6: Required Information & Authorization**

Payment of the nonrefundable application fee must be received in order to process your application. Failure to submit payment with your application could result in you not receiving financial aid.